



BUSINESS LICENSE ZONE CLEARANCE INSTRUCTIONS

Community Development Department – Planning Division
125 East College Street • Covina, California 91723 • (626) 384-5450

In order to conduct business in the City of Covina, a Business License is required. Each property in the City has a zoning designation, which defines the types of uses permitted.

ZONING CLEARANCE MUST BE OBTAINED FROM THE PLANNING DIVISION PRIOR TO OBTAINING A BUSINESS LICENSE.

STEP 1 – ZONE CLEARANCE FORM ONLY

COMPLETE ZONING CLEARANCE FORM ONLY AND SUBMIT VIA EMAIL TO: Planning-Submittal@covina.ca.gov OR IN PERSON FOR PLANNING APPROVAL.

- This form constitutes a preliminary zoning clearance or denial of zoning only and is not a substitute for a business license. **HDL Company** (a 3rd party company who processes business licenses on behalf of the city) **will not accept your business license application until you provide them with a copy of a “signed” and “approved” Zone Clearance Form from the Planning Division.**
- Zoning Clearance is for business license purposes only. It does not legalize or approve any of the following: current use, signs, structures, code violations, or non-conformity. This clearance does not apply to structures, whether existing or proposed. A Zone Clearance does not guarantee a business license will be issued.
- A stamped “approved” Zone Clearance will be returned to you (via email) for you to include with your submittal under “STEP 2” below.

STEP 2 – BUSINESS LICENSE ONLINE SUBMITTAL (ALL FORMS)

INCLUDE COPY OF APPROVED “BUSINESS LICENSE ZONE CLEARANCE” WITH YOUR BUSINESS LICENSE APPLICATION, AND ANY OTHER SUPPLEMENTAL FORMS, TO HDL TO BEGIN THE BUSINESS LICENSE REVIEW PROCESS:

- ☐ **GO TO THE CITY OF COVINA’S WEBPAGE: <https://covina.ca.gov/>**
- ☐ **SELECT “DEPARTMENTS AND SERVICES”**
- ☐ **THEN, SELECT “FINANCE”**
- ☐ **THEN, SELECT “BUSINESS LICENSE” (should see screen shot below)**
- ☐ **YOU ARE NOW READY TO BEGIN UPLOADING YOUR DOCUMENTS WITH HDL**



Business License

Starting a Business in the City of Covina

The City of Covina welcomes you to its business community. Starting a business can be an exciting and challenging time. We wish you great success in your new venture!

The City of Covina requires a business license for all businesses operating in the City. A business license is required regardless of the trade, profession or occupation and regardless of whether the main business address is located within the City. Business licenses expire on December 31st each year and must be renewed annually.

The easiest and fastest way to apply for a new business license or renew your current license is using the online filing service. To begin, simply click on the “Start Now” button located on the right of this page. From the main menu please select the “Apply” option to submit a new application for your business. Alternatively, you may download a copy of the business license application and questionnaire by clicking [here](#).

If you need further assistance or help applying for a business license, you are welcome to contact us at Covina@hdlgov.com or by phone at (626) 384-5512. Office hours are Monday-Friday 8:00 a.m. to 5:00 p.m.

Alarm Permit Requirement: If your business is operated from a commercial location inside the City of Covina you are required to register your alarm company and/or security provider. You can apply for an alarm permit online by visiting <http://www.fairpermit.com/covina> or you may download a copy of the alarm permit application by clicking [here](#).



**BUSINESS LICENSE
ONLINE**

**Apply,
Renew, or Pay
Today**

CLICK HERE TO GET STARTED